

## Online Registration User Guide

This guide has been designed to take you through the process of online registration. It covers the process for both new and returning students and the differences between Home, EU and Overseas students.

It is split into chapters covering general information about the service, Individual screen content, and guidance on how to complete the fields you will encounter.

We hope that you will find the online system intuitive and easy to use, however if you do encounter any problems you should be able to find the answer on these pages. If the guide doesn't resolve your problems then you should contact the following helplines on:

### **Southampton City Centre Campus**

- New Students +44 (0) 23 8201 5066 or email [admissions@solent.ac.uk](mailto:admissions@solent.ac.uk)
- Returning Students +44 (0) 23 8201 5060 or email [studentrecords@solent.ac.uk](mailto:studentrecords@solent.ac.uk)

### **Warsash Maritime Academy (WMA)**

- New Students +44 (0) 23 8201 5015 or email [wma.admissions@solent.ac.uk](mailto:wma.admissions@solent.ac.uk)
- Returning Students +44 (0) 23 8201 5006 or email [wma.coursesupport@solent.ac.uk](mailto:wma.coursesupport@solent.ac.uk)

Phone lines are open from 8.30am – 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.

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## Student Definitions

The following definitions are used in this guide to indicate which fields you need to complete.

If a field has no definitions attached, then it is applicable to all students.

**Returning Students:** Students who are returning to the University to continue their course

**New Entrants:** Students who are starting a new course at the University

**Home:** Students with UK nationality

**EU/EEA or Island:** Students with EU/EEA or Island nationalities

**Overseas:** Students with any nationality except UK or EU

## General Questions

### Why do I need to register?

Registration is a legal requirement for all students attending a UK university. It has to be completed each year before the start of term and is the trigger for the payment of student loans.

### Do I have to do this online?

All students at Southampton Solent University will be required to register online this year. By asking you to complete the majority of your details online in advance it will cut the amount of time you will need to spend completing paperwork when you arrive.

### What if I can't access the internet?

The University will provide a number of dedicated computers for those students who have been unable to register before arriving on campus. University staff will also be on hand to assist you if you have any problems.

### When can I register?

The system will be available 24 hours a day from Monday 10<sup>th</sup> August 2015 for returning students and Monday 24<sup>th</sup> August 2015 for new students.

The final date for online registration this year will be 2 weeks after your course start date

### What do I need to prepare before registering?

A lot of the questions asked in the registration process you will know the answers to off by heart, However you may want to gather the following information before starting:

Your University username and password

Sponsor/Employers name and address (only for students receiving sponsorship)

Credit/Debit card details (if required)

Passport, Visa details (if required)

Term time address details

A passport style photo in an electronic format (**new entrants only**)

### **How long will registration take?**

If you are a returning student the process should take between 5 – 10 minutes for new students we estimate between 10 -15 minutes depending upon how much information we already have about you from your application.

### **Do I have to complete all the details on the forms ?**

The majority of the fields will already have the correct information in them from your application or for returning students from last year's registration. For these questions all you will need to do is check that the information is correct and make any necessary amendments.

Fields with a red astrix '\*' next to them are mandatory and must be completed by all students.

### **Do I have to complete the registration in one session?**

You should try to complete the registration in a single session. However you can exit the process at any point by clicking on the 'save and exit' button. The information you have entered up to this point will be saved. When you come back to complete registration you will be taken to the last screen you completed and can continue the process from that point.

### **I have completed the registration process but need to change some information**

Once you have completed the process (by reaching the summary screen) you cannot go back into the system, so if you need to make any further changes to your information this will need to be done by the relevant department (shown on page 1) on your arrival at the University.

### **I am studying on two different courses how do I register**

When you sign in to the registration system you will be shown both the courses you are planning to study this year. You will need to register on each one independently. Once you have registered for the first course its 'register' option will change to say 'registered'. (This will only happen if you refresh the screen or open the initial 'My Registration link' again) You can then register on the second course. It does not matter which course you register first.

### **I have outstanding debt from a previous years study**

If you have unpaid fees from a previous year then you will not be able to register until this has been paid. You may make a payment using a credit/debit card by calling the student accounts office on **+44 (0) 23 8201 3970**

Income Team  
A101  
Southampton Solent University  
East Park Terrace  
Southampton  
Hampshire  
SO14 0NY

## Logging On

### Accessing the registration system

The screen you are currently on is the course selection screen. It is at this point that the system checks that you are entitled to use the online registration system and will display any courses that you need to register on at the bottom of the screen.

The screenshot shows the 'Portal' page for Southampton Solent University, specifically the 'Registration' section. The header includes the university logo, the word 'Portal', and navigation links for 'Apps', 'Solent', and 'Fraser'. A breadcrumb trail reads 'Portal > Portal Apps > Registration'. The main heading is 'Registration', followed by a notice that the service is currently available for the courses shown below and will close two weeks after the start of the course. Below this are four expandable sections: 'Overseas students', '5% early payment incentive scheme', 'Sponsorship and loans', and 'Help and support'. The 'Help and support' section is expanded, showing a link to the 'Online registration user guide' (PDF) and contact information for the Southampton City Centre Campus and Warsash Maritime Academy (WMA). At the bottom, there is a 'Timetabling' section and a 'Register Me' button for the 'BA (Hons) Animation Year 1' course. The footer includes social media links for Facebook, Twitter, YouTube, and Google+, and an 'Accessibility' link.

Southampton Solent University

Portal  
University gateway for students and staff

Apps Solent Fraser

Home Support Library IT and Media Campus Employability Teaching and Learning Strategy

Portal > Portal Apps > Registration

### Registration

This service is currently available for the courses shown below.

The service will close two weeks after the start of the course. Students who fail to register or regularly attend classes will be withdrawn from their course by the University.

#### Overseas students

As requested by the UK Border Agency, Southampton Solent University requires new international students to produce a valid passport and student visa before they can complete enrolment at the institution. Returning students with a new or amended passport/student visa will also need to produce these on arrival at the University before they can complete registration.

#### 5% early payment incentive scheme

#### Sponsorship and loans

#### Help and support

We hope that you will find the online system intuitive and easy to use, however if you do need help you should be able to find the answers in the online registration user guide:

[Online registration user guide](#)

If this help page hasn't resolved your problems then you should contact the following helplines on:

**Southampton City Centre Campus**

- New Students +44 (0) 23 8201 5066 or email [admissions@solent.ac.uk](mailto:admissions@solent.ac.uk)
- Returning Students +44 (0) 23 8201 5060 or email [studentrecords@solent.ac.uk](mailto:studentrecords@solent.ac.uk)

**Warsash Maritime Academy (WMA)**

- New Students +44 (0) 23 8201 5015 or email [wma.admissions@solent.ac.uk](mailto:wma.admissions@solent.ac.uk)
- Returning Students +44 (0) 23 8201 5006 or email [wma.coursesupport@solent.ac.uk](mailto:wma.coursesupport@solent.ac.uk)

Phone lines are open from 8.30am – 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.

#### Timetabling

To proceed to registration please click on the 'Register Me' link below following the course title. If your course is showing 'Service not Available' and you are not awaiting the results of resits please contact the relevant department in the 'Help and support' section above.

BA (Hons) Animation Year 1 [Register Me](#)

This page: Share [f](#) [t](#) [in](#) [g+](#) [e](#) Rate [5](#) [4](#) [3](#) [2](#) [1](#) [Comment](#) [Top of page](#)

Page last updated on Thursday 30 July 2015 at 10:54am. [Look up page author](#)

Accessibility

Follow Solent [f](#) [t](#) [You Tube](#) [g+](#)

If your screen contains a red message box at the bottom then the system has detected a problem with your registration you should follow the instructions in this box as until the problem is resolved you will not be able to use this service.

## Resolving access problems

There are five possible problems you may encounter at this stage:

1. If you have unpaid fees from a previous year then you will not be able to register until this has been paid. You may make a payment using a credit/debit card by calling the student accounts office on **+44 (0) 23 8201 3970**

Income Team  
A101  
Southampton Solent University  
East Park Terrace  
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Hampshire  
SO14 0NY

2. You have previously declared a criminal conviction which is currently being reviewed by the Student Affairs Manager. Once their investigations are complete you will be contacted with further instructions.

If you have declared a conviction by mistake please contact the relevant department (shown Below) who will be able assist you

3. You are already registered on the course. The word 'Registered' will appear next to your course title. Once registered you cannot go back into the system, so if you need to make any changes to your information this will need to be done on your arrival at the University by the relevant department shown below.
4. You are currently unable to register online due to your Extenuating Circumstances Repeat Level decision. Full details on what you need to do in order to return to study in the next academic year will follow via post in due course.
5. If the message 'Service Not Available' is showing next to a course, the University may not yet have opened that course for registration.

If you believe that your course should be open for registration please contact the relevant department (shown below)

### Southampton City Centre Campus

- New Students **+44 (0) 23 8201 5066** or email [admissions@solent.ac.uk](mailto:admissions@solent.ac.uk)
- Returning Students **+44 (0) 23 8201 5060** or email [studentrecords@solent.ac.uk](mailto:studentrecords@solent.ac.uk)

### Warsash Maritime Academy (WMA)

- New Students **+44 (0) 23 8201 5015** or email [wma.admissions@solent.ac.uk](mailto:wma.admissions@solent.ac.uk)
- Returning Students **+44 (0) 23 8201 5006** or email [wma.coursesupport@solent.ac.uk](mailto:wma.coursesupport@solent.ac.uk)

Phone lines are open from 8.30am – 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.



## Registering on a course

Check that the course showing is correct. Then to start the registration process, click on the 'Register' button to the right hand side of the course description.

## Registering upon multiple courses

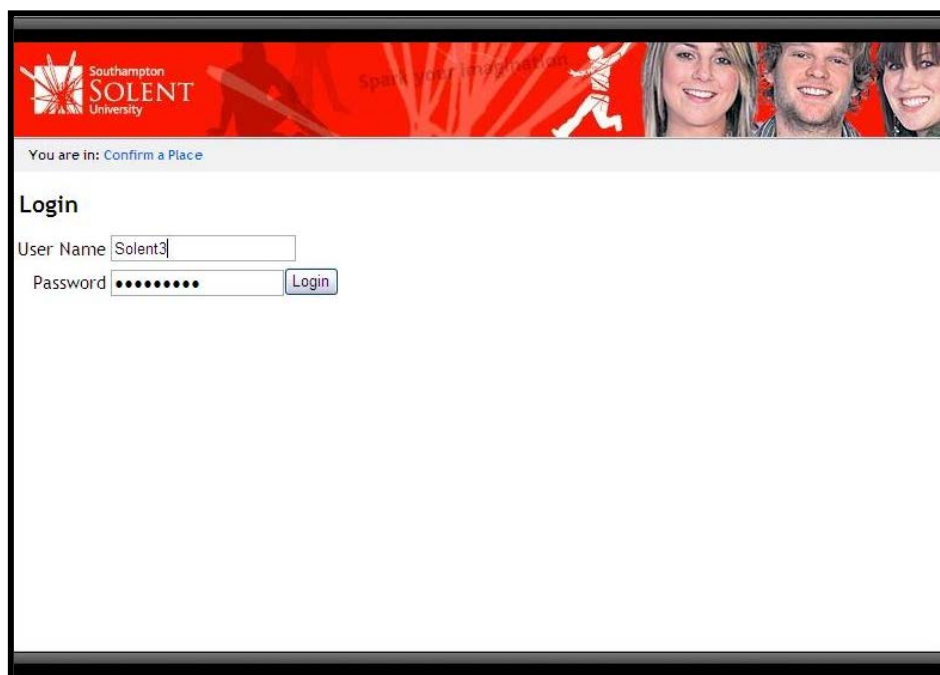
If you are studying more than one course you will need to register on each of them separately. Once you have completed registration for the first course you simply repeat the process for the second one. It does not matter which course you register first.

When you have registered on a course its 'register' option will change to say 'registered' and you will not be able to access it again. If you need to make any further changes to your information, this will need to be done by the relevant department (shown on page 1) on your arrival at the University.

If you are studying more than one course you will need to register on each of them separately. Once you have completed registration for the first course you simply repeat the process for the second one. It does not matter which course you register first.

## Starting the registration process

Once you are ready to start click on the register button. You will be asked to enter your name and password again on the screen below (*This is a secondary security check asked for when you are entering personal information on the system*).



The screenshot shows the login interface of the Solent University system. At the top, there is a red banner with the Solent University logo on the left and a collage of three students' faces on the right. Below the banner, a grey bar indicates the user's location: "You are in: Confirm a Place". The main section is titled "Login" and contains two input fields: "User Name" with the text "Solent3" and "Password" with masked characters. A "Login" button is positioned to the right of the password field.

## General Navigation

Once in the registration system the following will help you to navigate the screens:

- You may move to any part of the screen by using your mouse and clicking on the field required.
- Scroll bars are present on the right hand side of most screens and in some dropdown lists. Use the up and down arrows at the top and bottom of the screen to make the information scroll
- We recommend that you complete the fields on each screen in the order they are presented.
- Another way to move from field to field is by using the Tab key which will move you one field forward each time it is pressed.
- Fields marked with a red astrix **“\*\*”** are mandatory and must be completed. You will not be able to move to the next screen if you have missed any mandatory fields.
- Some fields have drop down lists they are indicated by a down arrow box to the right of the field. To select from a list click on the value you require.
- If a mandatory drop down has ‘select’ showing as its value you must select a replacement value from the list to be able to continue
- The ‘Next’ button at the bottom of each page will save your data and take you to the next screen.
- The ‘Back’ button at the bottom of each page will allow you to go back to a previous page to check information or make changes
- If you need to leave the process at any time click on the ‘Save & Exit’ button at the bottom of each screen. The information you have entered up to this point will be saved. When you come back to complete registration you will be taken to the last screen you completed and can continue the process from that point.
- Help is available on a number of fields. This is indicated by a **“?”** next to the field name. To access the help simply click on the blue question mark. The help text will appear in a pop up box and should guide you through that field. To close the popup click on the ‘X’ symbol in the top right hand corner of the popup.

# The Registration Process

## The Welcome Screen

The welcome screen is the first screen in the registration process, it is mostly information that you just need to check.

### Welcome

Name: MR HARRY POTTER ID Number: 11062428  
Course Name: BA (Hons) Animation Course Year: 1  
Faculty: Faculty of the Creative Industries and Society Date Of Birth: 01 Jan 2000

[Welcome](#)

Welcome to on-line registration. Please follow the guidance provided on each page to take you through the process.

Students are requested to read the universities 'terms and conditions' which include the Solent Charter and all University policies and regulations. Copies of these documents can be found on the relevant pages of this system.

Fields marked with an "\*" are mandatory and must be completed.

Some fields have additional pop up help which can be accessed by clicking on the '?' next to the field.

On certain screen's you will also find [links](#) which can be opened by clicking on them.

If this help page hasn't resolved your problems then you should contact the following helplines on:

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- Returning Students +44 (0) 23 8201 5060 or email [studentrecords@solent.ac.uk](mailto:studentrecords@solent.ac.uk)

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Phone lines are open from 8.30am – 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.

Previous surname/family name if applicable: ?

What is your Sex: ? \* ☐ Female ☒ Male

### Progress

Welcome  
↓  
Review Profile  
↓  
Review Curriculum  
↓  
Data Protection  
↓  
Pay Fees  
↓  
Payment Status  
↓  
Register  
↓

At the very top of the screen you will see your:

- Name
- Course Name
- Faculty (now known as School)

- Student Number
- Course Year
- Date of Birth

If any of these are incorrect you should contact the relevant department below:

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- Returning Students **+44 (0) 23 8201 5060** or email [studentrecords@solent.ac.uk](mailto:studentrecords@solent.ac.uk)

### **Warsash Maritime Academy (WMA)**

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- Returning Students **+44 (0) 23 8201 5006** or email [wma.coursesupport@solent.ac.uk](mailto:wma.coursesupport@solent.ac.uk)

Phone lines are open from 8.30am – 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.

Who will be able to amend them on your behalf.

*(These fields are show on the top of each screen but there is no need to check them again)*

### **Previous surname**

The previous surname field is for recording any previous surname such as a maiden name. If you have already given us this information then it should be displayed in the field automatically. You may edit the field just by typing in any changes.

### **Sex**

The Sex field records your sex as, 'Male' or 'Female'. This should be the sex recorded on your birth certificate. It should already be recorded. However if it is not, or it is wrong you should select the correct option by clicking the radio button. **\* Sex is a mandatory field and must be completed**

## The Home Address Screen

This screen will show the details we have for your home address. Your home address should be your permanent place of residence. If you are an overseas student and wish mail to be sent to a UK address this can be set up on the mailing address screen later in this process



The screenshot shows a web form titled 'Address: ?'. It contains several input fields and buttons. The 'Postcode:' field has a red asterisk and contains 'AB11 5BA', with a 'Lookup' button to its right. Below it, a red asterisk is followed by a list of address suggestions: 'THE TILTED WIG', '55-56 CASTLE STREET', 'ABERDEEN', and 'ABERDEENSHIRE'. The 'Email Address:' field has a red asterisk and contains 'harryp@hogwarts.wiz'. Below it are fields for 'Telephone No.:', 'Mobile No.:', and 'Fax No.:'. At the bottom right are three buttons: 'Save And Exit', 'Back', and 'Next'.

### Home Address

**Home & EU Only** - If your address is correct then you do not need to make any changes. If you need to make corrections then you may type any amendments directly into the fields.

**Home Students Only** – The quickest and most accurate way to enter a UK address is to use the Postcode lookup. Enter your postcode in the field and then click on the 'lookup' button. A list of address will be displayed for you to choose from. Some postcodes cover large blocks of numbers, so you may need to select a block first

e.g. 'evens 2-50' and then your actual number '18' in the next field.

**\* Postcode is a mandatory field for Home students and must be completed**

**Overseas Students Only** – Overseas students cannot change their home address and should contact the relevant department (shown on page 1) who will be able to change it on their behalf

### Home Email address

The Email address field will show the home e-mail address that we have registered for you. If you no longer have access to this address you should change it to a new one.

***\* Email address is a mandatory field and must be completed***

The university will normally send any communication to your University email address which is entered on the next screen.

For further details about your University email account use the [‘click here’](#) link on the home address screen

### **Home Telephone number**

The Telephone number field will show the home telephone number that we have registered for you. If this is not your correct number you should change it to a new one.

### **Home Mobile number**

The Mobile number field will show the mobile telephone number that we have registered for you. If this is not your correct number you should change it to a new one.

Please enter mobile numbers in the following format:

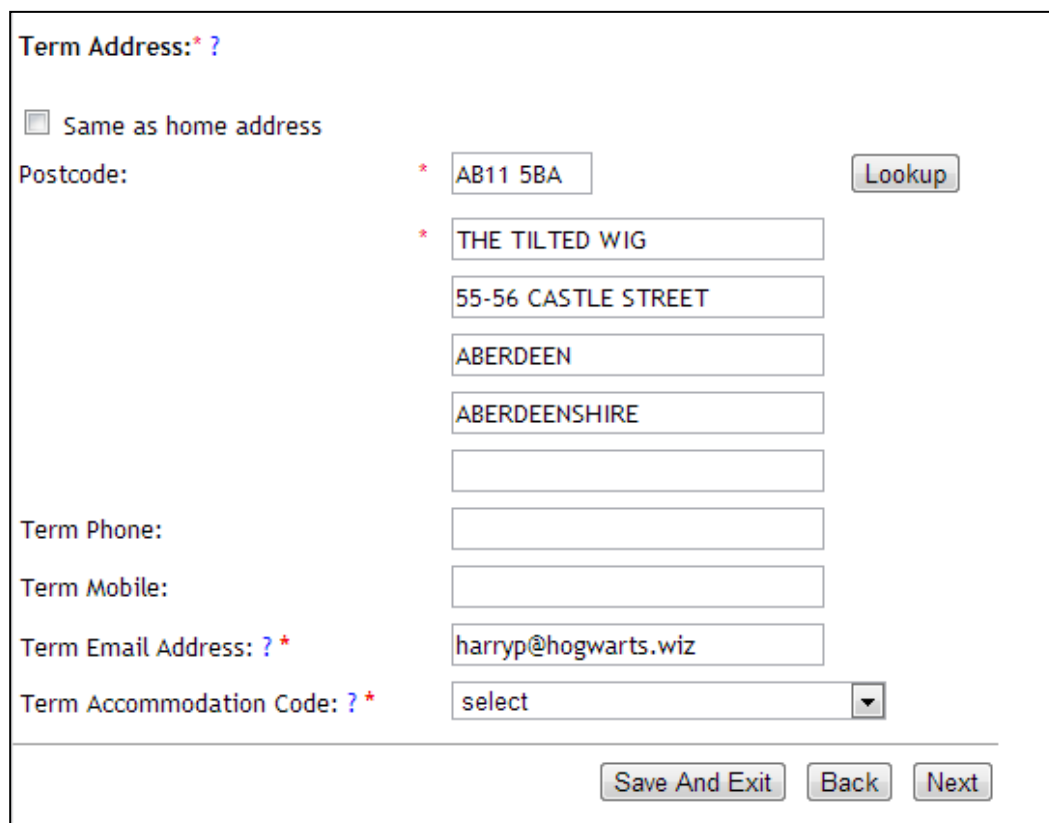
**i.e.      If your mobile number is +44 07712 345678**

**Then enter either 07712345678 or 447712345678**

This will allow us to send you text messages in the event that a lecture is moved or cancelled.

## The Term Time Address Screen

This screen will show the details we have for your term address. Your term address is where you will be living during term time. The University **will not** use this address for correspondence unless you also make it your mailing address on the next screen.



The screenshot shows a web form titled "Term Address: \* ?". It includes a checkbox labeled "Same as home address". Below this, there are several input fields: "Postcode:" with the value "AB11 5BA" and a "Lookup" button; a street name field with "THE TILTED WIG"; a street number field with "55-56 CASTLE STREET"; a city field with "ABERDEEN"; a county field with "ABERDEENSHIRE"; an empty field for a further address line; a "Term Phone:" field; a "Term Mobile:" field; a "Term Email Address: ? \*" field with the value "harryp@hogwarts.wiz"; and a "Term Accommodation Code: ? \*" dropdown menu currently showing "select". At the bottom right, there are three buttons: "Save And Exit", "Back", and "Next".

### Term Address

If your address is correct then you do not need to make any changes. If you need to make corrections then you may type any amendments directly into the fields.

If your term time details are the same as your home details you can copy these in by ticking the box labelled 'Copy Home' (*note it will also copy the home email address*)

The quickest and most accurate way to enter a UK address is to use the Postcode lookup. Enter your postcode in the field and then click on the 'lookup' button. A list of address will be displayed for you to choose from. Some postcodes cover large blocks of numbers, so you may need to select a block first

e.g. 'evens 2-50' and then your actual number '18' in the next field.

**\* Postcode is a mandatory field for all students (unless you are on a study year abroad) and must be completed**

If you are staying in University managed accommodation then the following addresses will help you complete this field correctly

- **Kimber Student Residence and David Moxton Annex**  
St Mary's Place  
Off Kingsway  
Southampton  
Hampshire  
SO14 1XA
- **Deanery Student Residence**  
Marsh Lane  
Southampton  
Hampshire  
SO14 3NJ
- **Chantry Student Residence**  
Marsh Lane  
Southampton  
Hampshire  
SO14 1ZA
- **Emily Davies Student Residence**  
Western Esplanade  
Corner of Fitzhugh Street  
Southampton  
Hampshire  
SO15 2PU
- **Hamwic Student Residence**  
Cook Street  
Southampton  
Hampshire  
SO14 1YA
- **Lucia Foster Welch Student Residence**  
Royal Crescent Road  
Southampton  
Hampshire  
SO14 3ZP
- **Shackleton and Blyth Student Residences**  
Warsash Maritime Academy  
Newtown Road  
Warsash  
Hampshire  
SO31 9ZL

### Term Email address

This should be your official university email address. e.g. [username@solent.ac.uk](mailto:username@solent.ac.uk)

*\* Term Email address is a mandatory field and must be completed*



The University will normally send any communication to your university email address.

For further details about your university email account please use the [‘click here’](#) link on the term time address screen

### **Term Telephone number**

The telephone number field will show the home telephone number that we have registered for you. If this is not your correct number you should change it to a new one.

### **Term Mobile number**

The mobile number field will show the mobile telephone number that we have registered for you. If this is not your correct number you should change it to a new one.

### **Term Time Accommodation Code**

Your Term Time Accommodation Code has to be collected by the University each year as part of a package of statistical information required by the UK government. You must choose the code from the following list:

- Institution Maintained property

Select this option if you are staying in Kimber, David Moxton, Deanery, Chantry, Hamwic, Lucia Foster Welch, Shackleton or Blyth halls of residence

- Parental/Guardian Home

Select this option if you are living at home or with a guardian

- Not Known

Select this option if you do not currently know where you will be living

- Not in Attendance at the Institution

Select this option if you are distance learning, studying entirely overseas

- Own Residence

Select this option if you are staying in a property that you own

- Other rented Accommodation

Select this option if you are renting a house or a room in a shared house.

- Private Sector Halls

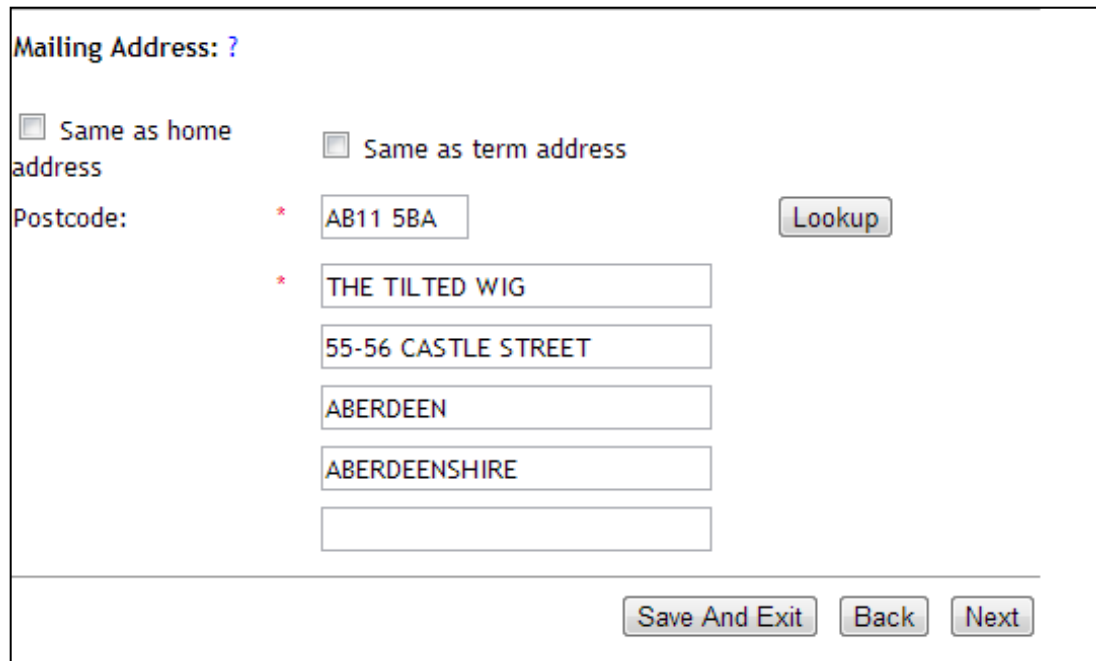
Select this option if you are staying in Mercury or Orion's point halls of residence

- Other

Select this option if none of the above describes your accommodation

## The Mailing Address Screen

This screen will show the details we have for your mailing address. This address will be used by the University to send you correspondence. It is important that you keep it up to date or you may not receive important information about your course and studies



The screenshot shows a web form titled "Mailing Address: ?". At the top, there are two checkboxes: "Same as home address" and "Same as term address". Below these, the "Postcode:" field is marked with a red asterisk and contains the text "AB11 5BA". To the right of this field is a "Lookup" button. Below the postcode field, there are four more text input fields, each preceded by a red asterisk. These fields contain the following text: "THE TILTED WIG", "55-56 CASTLE STREET", "ABERDEEN", and "ABERDEENSHIRE". At the bottom of the form, there are three buttons: "Save And Exit", "Back", and "Next".

If your address is correct then you do not need to make any changes. If you need to make corrections then you may type any amendments directly into the fields.

If your Mailing address is the same as your home or term time address then you can copy these in by ticking the box labelled 'Copy Home'

**Home Students Only** – The quickest and most accurate way to enter a UK address is to use the Postcode lookup. Enter your postcode in the field and then click on the 'lookup' button. A list of address will be displayed for you to choose from. Some postcodes cover large blocks of numbers, so you may need to select a block first

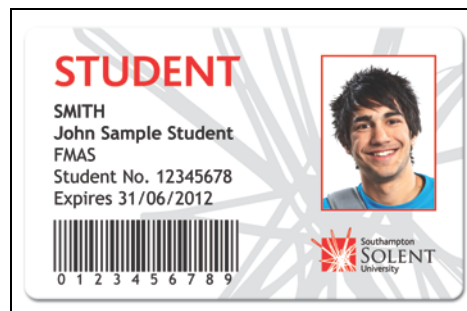
e.g. 'evens 2-50' and then your actual number '18' in the next field.

**\* Postcode is a mandatory field for all Home students and must be completed**

## The Photo Upload Screen - **New Entrants Only**

All Students will receive a campus card upon their arrival at the university. It will allow you to electronically register your attendance at lectures, seminars and workshops, borrow books from the library, access IT, printing and photocopying services. It can also be used at Sport Solent venues and campus catering outlets.

You will only be issued one card for your entire time at the University, so it's important you provide a picture you are happy with.



A sample  
Campus Card

### **Your photograph should conform to the following rules:**

- Passport Style:
  - Head and Shoulders only
  - Facing forward looking straight at the camera
  - Full Head without any covering (Unless it is worn for religious beliefs or medical reasons)
  - Nothing covering the face
  - Plain light coloured Background
  - In Colour **not** Black and White
  - No Hats or Sunglasses (normal glasses are permitted)
  - Of you on your own (No other person or objects in the photo)
- Pictures from webcams will **not** be accepted
- Scanned images from a passport or driving licence will **not** be accepted
- Image files must be no larger than 1.5Mb in size
- Acceptable file types are: jpg, jpeg, bmp, gif or png

**Note: Students uploading false, joke or inappropriate images will be charged for the production of a new card on arrival.**

The following examples show what is, and isn't acceptable as a campus card photo.



✓ Good



✓ Good



✓ Acceptable

However background is too dark



✓ Acceptable

Head coverings for religious or medical grounds are allowed



✗ Unacceptable

Subject is too far away



✗ Unacceptable

Subject is too close



✗ Unacceptable

Covering of facial features is not permitted



✗ Unacceptable

The photograph contains more than one person



✗ Unacceptable

Hats are not permitted



✗ Unacceptable

Sunglasses are not permitted



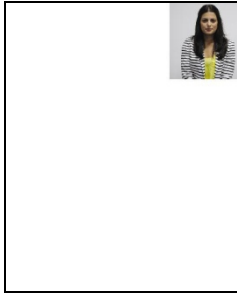
✗ Unacceptable

Photo must be in colour



✗ Unacceptable

Portrait poses are not permitted



✗ Unacceptable

The whole page has been scanned. The image needs cropping before being uploaded



✗ Unacceptable

Other objects are not allowed in the photo



✗ Unacceptable

Background is not plain



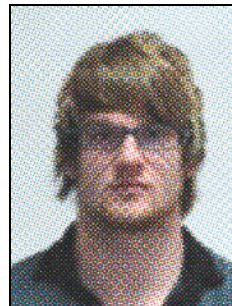
✗ Unacceptable

Orientation is incorrect and webcam images



✗ Unacceptable

Quality of photo is too poor



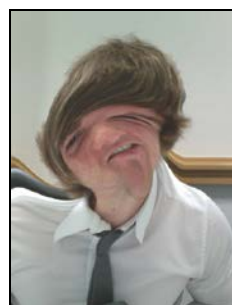
✗ Unacceptable

Scanned passport or driving licence images



✗ Unacceptable

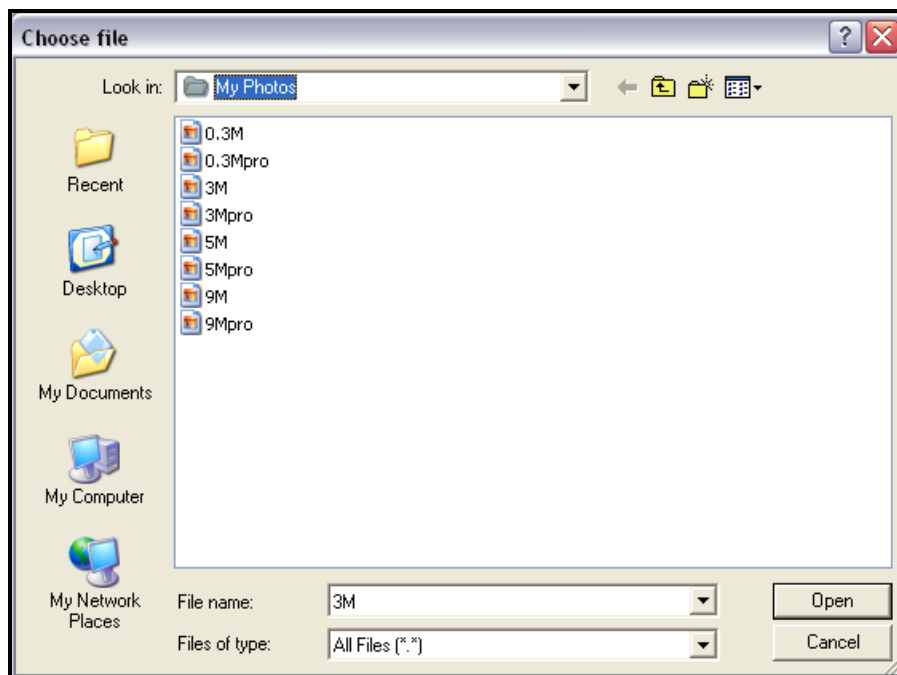
Side view



✗ Unacceptable

Manipulated or joke image

To attach a photo click on the [Browse] button this will open a windows explorer pop-up box to allow you to search for the picture file on your computer



Select the photo and click the [Open] button on the pop-up box

Now click on the [Upload] button to add the photo to your registration form

If your photo is too large or not in a format the system can read you will see an error message telling you this. This photo cannot be uploaded and you will have to select another one.

If the upload is successful your photo will be displayed in the preview area of the screen.

You may change your photo by uploading another one but you cannot delete a photo



**Once you have uploaded your photo don't forget to check the sample image is correct before continuing to the next screen**

## The Statistical Information screen

The university is required to collect the following information from students on behalf of the Higher Education Statistics Agency (HESA), which is a UK government agency.

The number of questions you will be asked will depend upon your course and the year you are in. ***\*All questions on this screen are mandatory and must be answered***

Nationality: ?	UNITED KINGDOM
Domicile: ?	ENGLAND
Disability: ? *	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D ▼
Disabled student allowance : ? *	The student has a disability and is not in receipt of Disabled Student Allowance ▼
Ethnic origin: ? *	10 White ▼
What is your religion: ? *	No religion ▼
What is your sexual orientation: ? *	Heterosexual ▼
Is your gender identity the same as the gender you were assigned at birth: ? *	Yes ▼
Last school/college you attended: ? *	Barton Peveril College ▲
Where did you gain your highest previous qualification: ? *	Within the UK ▼
What is the highest level you have attained: *	Level 3 ▼
Qualification on Entry: *	A/AS level ▼
Have you had assessment and guidance ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Who will pay your fees: ? *	Award assessed by English or Welsh LEA & paid in full by LA or by the SLC (i ... ▼
Have either of your parents obtained a higher education qualification. e.g. A Degree, Diploma or Certificate: ? *	Prefer not to say ▼
Occupation of main wage earner at your home address: ? *	Plumber
Have you been in care at any time since your 16th Birthday ? *	Not a care leaver ▼

Save And Exit

Back

Next



## Nationality - View Only

The Nationality field shows your legal nationality. It should be the country whose citizenship or passport you hold. It is not necessarily your country of birth. Nationality is also used to determine your residential status i.e. 'Home', 'EU' or 'Overseas' and from this your course fees. If you believe your nationality is incorrectly recorded please contact the appropriate department:

### Southampton City Centre Campus

- New Students +44 (0) 23 8201 5066 or email [admissions@solent.ac.uk](mailto:admissions@solent.ac.uk)
- Returning Students +44 (0) 23 8201 5060 or email [studentrecords@solent.ac.uk](mailto:studentrecords@solent.ac.uk)

### Warsash Maritime Academy (WMA)

- New Students +44 (0) 23 8201 5015 or email [wma.admissions@solent.ac.uk](mailto:wma.admissions@solent.ac.uk)
- Returning Students +44 (0) 23 8201 5006 or email [wma.coursesupport@solent.ac.uk](mailto:wma.coursesupport@solent.ac.uk)

Phone lines are open from 8.30am – 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.

Who will be able to amend it on your behalf.

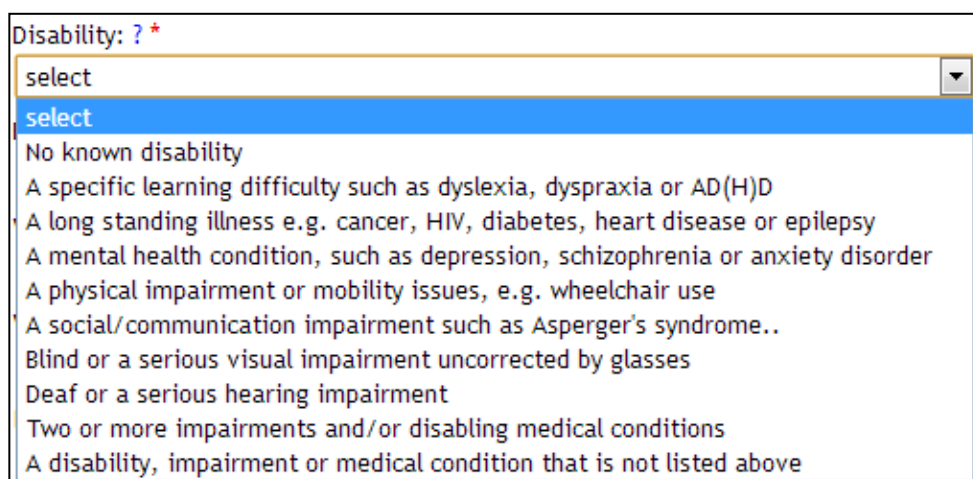
## Domicile - View Only

The Domicile field shows your country of permanent residence. If you believe your domicile is incorrectly recorded please contact the appropriate department above who will amend it on your behalf.

## Disability

The Disability field allows you to disclose any disability declarations relevant for you. You can do this by selecting one of the options from the following dropdown. It is important that you declare any information which may affect on your studies during the registration process (if you have not already done so). This enables the University to work with you to identify and put in place appropriate support.

It is also important that the University is aware of any medical conditions you might have so that staff can help you if you are ill.



The image shows a web form with a label "Disability: ? \*" in blue. Below the label is a dropdown menu. The menu is currently open, showing a list of options. The first two options are "select" (in blue) and "select" (in white). The remaining options are listed in black text: "No known disability", "A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D", "A long standing illness e.g. cancer, HIV, diabetes, heart disease or epilepsy", "A mental health condition, such as depression, schizophrenia or anxiety disorder", "A physical impairment or mobility issues, e.g. wheelchair use", "A social/communication impairment such as Asperger's syndrome..", "Blind or a serious visual impairment uncorrected by glasses", "Deaf or a serious hearing impairment", "Two or more impairments and/or disabling medical conditions", and "A disability, impairment or medical condition that is not listed above".

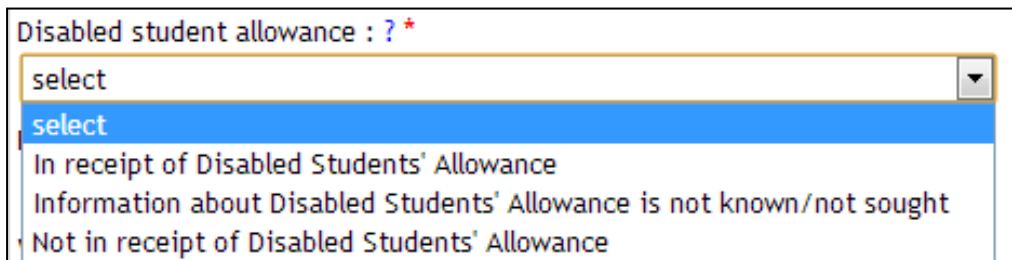


### Disabled Student Allowance (DSA) - Students with Disabilities Only

The Disabled Student Allowance should not be confused with the normal disability allowance which is a separate fund. If you have selected a disability in the previous section then this field will be showing and you should make a selection from the following dropdown:

For further information about the DSA please read the following link:

<http://www.solent.ac.uk/student-life/welfare/funding/further-funding/disabled-student-allowance.aspx>



Disabled student allowance : ? \*

select

select

In receipt of Disabled Students' Allowance

Information about Disabled Students' Allowance is not known/not sought

Not in receipt of Disabled Students' Allowance

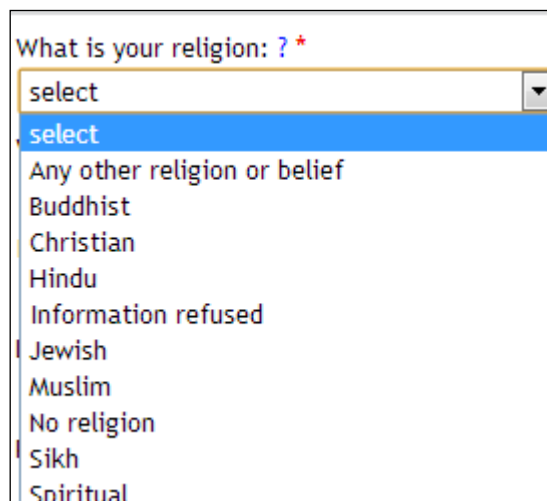
For students who have selected 'No Known Disability' in the disability field we will automatically return 'Not in receipt of Disabled Students Allowance' on your behalf as the only appropriate answer.

### Ethnic origin - New Entrants Only

Ethnic origin is different from nationality and is based upon biological and historical fact not the culture you grow up in. It takes into account, Country or origin, language, skin colour, religion and ancestry. You should select the nearest match based upon these criteria.

### What is Your Religion

This should reflect your religious belief, if any, based upon your own assessment.



What is your religion: ? \*

select

select

Any other religion or belief

Buddhist

Christian

Hindu

Information refused

Jewish

Muslim

No religion

Sikh

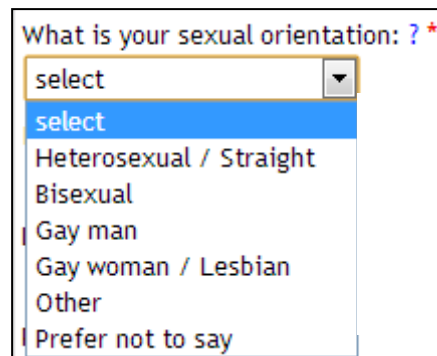
Spiritual

### What is your Sexual Orientation

This should reflect your sexual orientation, based upon your own assessment.

The following link provides further information about sexual orientation:

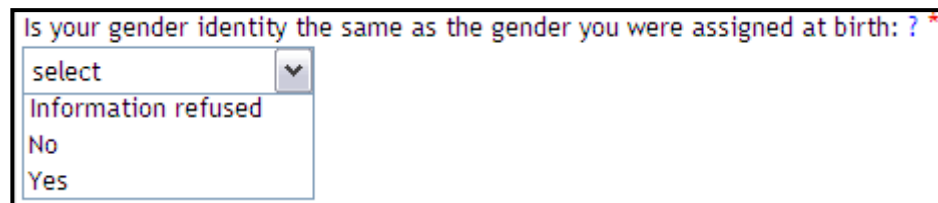
[https://www.stonewall.org.uk/at\\_home/sexual\\_orientation\\_faqs/2695.asp](https://www.stonewall.org.uk/at_home/sexual_orientation_faqs/2695.asp)



A screenshot of a web form titled "What is your sexual orientation: ? \*". Below the title is a dropdown menu with a "select" button. The menu is open, showing the following options: "select", "Heterosexual / Straight", "Bisexual", "Gay man", "Gay woman / Lesbian", "Other", and "Prefer not to say".

### Is Your Gender Identity The Same As The Gender You Were Assigned At Birth

On the welcome screen you selected your sex as either 'Male' or 'Female' as recorded on your birth certificate. This question is asking if you consider your current gender identity to be the same or different to that recorded on your birth certificate. This is based upon your own assessment.



A screenshot of a web form titled "Is your gender identity the same as the gender you were assigned at birth: ? \*". Below the title is a dropdown menu with a "select" button. The menu is open, showing the following options: "Information refused", "No", and "Yes".

### Last School Attended - New Entrants Only

The list of educational establishments is very large so the dropdown screen has a search feature. To use this enter the first few letters of the establishment you are looking for and then click the [Search] button.

### Highest Qualification on Entry - New Entrants Only

Please select from the list your highest qualification at the point of entry. The University should have evidence of this from your application, However if you declare a higher qualification than we have recorded you may need to bring proof of this with you at final registration.

This field is split into three areas to make selection easier. As you answer each question the system filters the possible responses in the subsequent question

The first asks where your qualification comes from

Where did you gain your highest previous qualification: ?

select ▼

Within the UK  
Outside the UK

The second asks the general level of qualification

What is the highest level you have attained: ?

select ▼

Undergraduate  
Postgraduate  
Level 3

The third asks you to select the actual qualification

Qualification on Entry: ?

select ▼

UK doctorate degree  
Other qualification at level D  
UK masters degree  
Integrated undergraduate/postgraduate taught masters degree on the enhanced/ ...  
Diploma at level M  
Certificate at level M  
Postgraduate Certificate in Education or Professional Graduate Diploma in Ed ...  
Other taught qualification at level M  
Taught work at level M for institutional credit

### Have you Had Assessment and Guidance – FE Courses Only

Was assessment and guidance provided by academic staff covering:

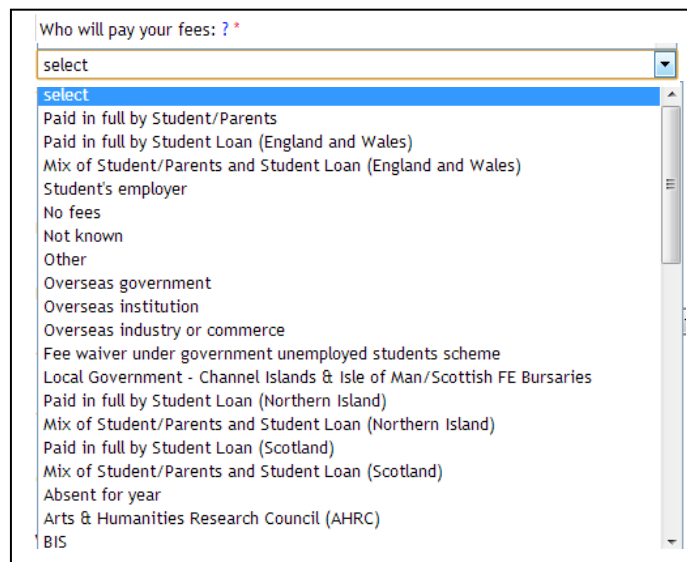
- Implication of the choice of the student's learning programme including in respect of academic progression and career choice
- The entry requirements of the chosen learning programme
- An assessment of the suitability of the level of the chosen programme for the student, including any credits or exemptions which may be appropriate to the student
- Any financial or other support required by the student, including that set out in the additional support assessment form
- Any issues raised or agreed upon by the Counsellor and student

### WMA Discharge Book Number – Warsash Students Only

Please enter your Discharge book number. If you do not have it at this stage it can be provided to the University on your arrival

### Who Will Pay your Fees

Please select from the dropdown list the most appropriate statement of how your fees will be paid. If your fees are split between two sources please select the source of the highest amount. The most common answers have been placed at the top of the list for convenience.



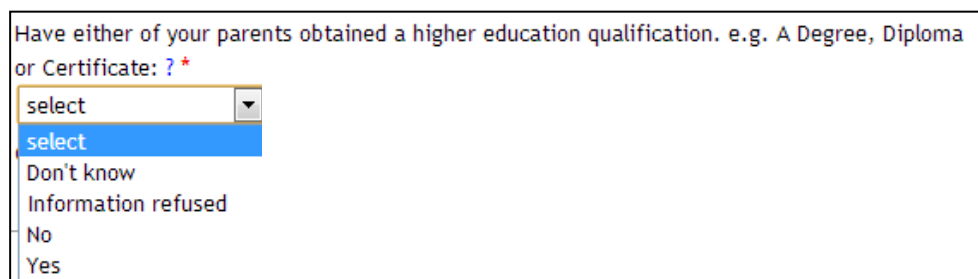
Who will pay your fees: ? \*

select

- select
- Paid in full by Student/Parents
- Paid in full by Student Loan (England and Wales)
- Mix of Student/Parents and Student Loan (England and Wales)
- Student's employer
- No fees
- Not known
- Other
- Overseas government
- Overseas institution
- Overseas industry or commerce
- Fee waiver under government unemployed students scheme
- Local Government - Channel Islands & Isle of Man/Scottish FE Bursaries
- Paid in full by Student Loan (Northern Island)
- Mix of Student/Parents and Student Loan (Northern Island)
- Paid in full by Student Loan (Scotland)
- Mix of Student/Parents and Student Loan (Scotland)
- Absent for year
- Arts & Humanities Research Council (AHRC)
- BIS

### Parental Education - New Entrants Only

The **Parental Education** field is asking whether either of your parents have obtained a higher education qualification such as a degree, diploma or certificate in higher education. Please select a response from the following list:



Have either of your parents obtained a higher education qualification. e.g. A Degree, Diploma or Certificate: ? \*

select

- select
- Don't know
- Information refused
- No
- Yes

### Occupation of main wage earner - New Entrants Only

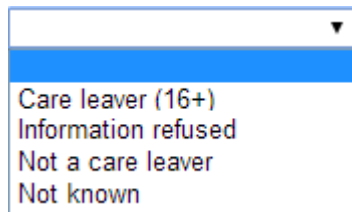
In general this question will refer to your parent or guardians occupation although if you have been independent from them for several years it could be your occupation.

Type in the key words that describe the occupation

e.g. Engineer  
Nurse  
IT  
Banker  
Management

### Care Leaver - New Entrants Only

Have you been in care at any time since your 16<sup>th</sup> Birthday ?  
Please select a response from the following list:



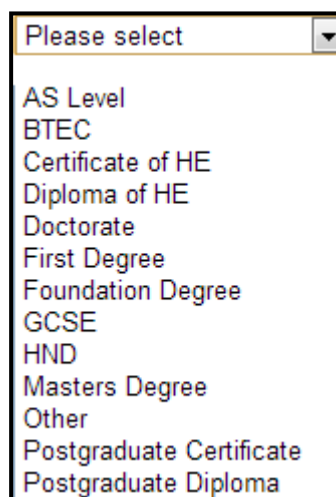
A dropdown menu with a blue header bar. The menu is open, showing four options: 'Care leaver (16+)', 'Information refused', 'Not a care leaver', and 'Not known'.

Care leaver (16+)
Information refused
Not a care leaver
Not known

### Additional Academic Qualifications – Returning Students Only

This field is split into three parts only part one is Mandatory

- Have you gained any additional academic qualifications in the last 12 months such as a, BTEC, HND, First Degree etc. (Yes or No)
- If you have answered yes to the question above please select the type of qualification from the dropdown list



A dropdown menu with a yellow header bar containing the text 'Please select'. The menu is open, showing a list of academic qualifications: 'AS Level', 'BTEC', 'Certificate of HE', 'Diploma of HE', 'Doctorate', 'First Degree', 'Foundation Degree', 'GCSE', 'HND', 'Masters Degree', 'Other', 'Postgraduate Certificate', and 'Postgraduate Diploma'.

Please select
AS Level
BTEC
Certificate of HE
Diploma of HE
Doctorate
First Degree
Foundation Degree
GCSE
HND
Masters Degree
Other
Postgraduate Certificate
Postgraduate Diploma

- If you have selected 'Other' above please provide details of the qualification in the box below.

## The Identification screen – New Entrants and Overseas Only

All students registering with UK University's for the first time and returning Overseas students with Passport or Visa changes are required to produce the relevant identification documents to the University before their registration can be completed.

The screenshot shows a web form titled 'ID type: ? Passport'. It contains the following fields and controls:

- ID number: ? \*** A text input field containing 'ABC123456XYZ'.
- Start Date: ? \*** Three dropdown menus for day, month, and year, showing '01', 'January', and '2010' respectively.
- End Date: ? \*** Three dropdown menus for day, month, and year, showing '31', 'December', and '2020' respectively.
- Visa number: ? \*** A text input field containing '123ABC456EFG'.
- Start Date: ? \*** Three dropdown menus for day, month, and year, showing '15', 'January', and '2009' respectively.
- End Date: ? \*** Three dropdown menus for day, month, and year, showing '31', 'July', and '2011' respectively.
- At the bottom right, there are three buttons: 'Save And Exit', 'Back', and 'Next'.

### ID Type

Please select the type of Id that you will be presenting to the University for identity verification when you arrive on campus. Remember you must bring with you the original document as photocopies cannot be accepted. You may use the following as proof of ID

- Passport
- Photo Driving Licence
- European ID Card
- Other Official Photo ID
- Birth Certificate

**Note: Overseas students must produce a passport and this option will be pre-set for you**

### ID Number

This should be the unique number on the form of identification that you have selected above.

If you have selected passport as your ID Type then you will also be required to enter

#### Passport Start Date

Using the Day/Month/Year dropdown boxes please enter the start date of your passport. The system will check that this date valid.

### **Passport End Date**

Using the Day/Month/Year dropdown boxes please enter the end date of your passport. The system will check that this is a valid date in the future.

### **Visa Number – Overseas Students Only**

Please enter the unique number printed on your visa.

### **Visa Start Date – Overseas Students Only**

Using the Day/Month/Year dropdown boxes please enter the start date of your visa. The system will check that this date valid.

### **Visa End Date – Overseas Students Only**

Using the Day/Month/Year dropdown boxes please enter the end date of your visa. The system will check that this is a valid date in the future.

## The Next of Kin Screen

All students are required to provide detail of at least one person who the university can contact in case of emergencies.

### Reviewing and amending your contacts

When you first enter this screen it will show a list of contacts that we currently have stored against your student record. If these contacts are correct you can move on to the next screen.

If you wish to edit or remove a contact from the list you can do this by clicking on the appropriate blue link to the right hand side of the contact details.

Contact Name	Relationship	Address	Postcode	Phone	
Fred Bloggs	FATHER	2 The House	AA1 1AA	01234565656	<a href="#">Edit</a> <a href="#">Remove</a>
					<a href="#">Add</a>

[Save And Exit](#) [Back](#) [Next](#)

### Adding a new contact

To add a new contact use the [Add] button, which will take you to the Input Details screen

**Note: All the fields on this screen with the exception of the post code are mandatory.**

Once you have finished entering the contacts details click on the [Save] button this will take you back to the previous screen where you will be able to see your new contact in the list

Contact first name: *	<input type="text" value="Mary"/>
Contact surname: *	<input type="text" value="Bloggs"/>
Relationship: *	<input type="text" value="MOTHER"/>
<input type="checkbox"/> Same as home address	<input type="checkbox"/> Same as term address
Postcode: *	<input type="text" value="AA1 1AA"/> <a href="#">Lookup</a>
Address: *	<input type="text" value="2 The House"/>
	<input type="text" value="Woodland Way"/>
	<input type="text" value="Forest"/>
	<input type="text" value="Borsetshire"/>
	<input type="text"/>
Telephone: *	<input type="text" value="01234565656"/>
<a href="#">Cancel</a> <a href="#">Save</a>	



## The Data Protection Screen

In order for us to process your enrolment we need your agreement to the University Policies. These policies which include Data Protection, Terms and Conditions and Criminal Record checks are in place to ensure that the University is a safe and pleasant place for all to work and study.

We ask you to read each policy area carefully before ticking the box to accept the conditions. If you disagree with a policy then you will not be able to register online, and will need to manually register with the University upon arrival.

**I give permission for the University to share my financial information relating to my studies with**

First contact name: ?

Fred Bloggs

First contact relationship: ?

Fa ther

Second contact name:

Peter Stevens

Second contact relationship:

Employer

Do you have any criminal convictions that are undisclosed to the University? ? \*

☒ No ☐ Yes

\* ☒

I have read the University's Data Protection Declaration and understand how my Personal Data will be used.

\* ☒

I have read the University's Terms and Conditions and agree to be bound by them.

Save And Exit

Back

Next

## Permission to Share Financial Data

The University's data protection policy explains who we will automatically share your data with. However, if you wish to give permission for Southampton Solent University to discuss your finance details with anyone else, in relation to your study at Southampton Solent University, please complete the name and relationship fields. At the bottom of the screen.

You may nominate up to 2 people that the University can discuss your financial information with. These nominations need to be made each year .

## Criminal Convictions

The University strives to provide a safe educational environment for its students and staff. It is therefore necessary for all students at the point of registration to declare any relevant criminal convictions that the University has not already been made aware of.

You can find full details of what convictions need to be declared by clicking on the [‘Criminal Convictions Disclosure’](#) link in either the text at the top of the page or next to the radio buttons in the lower part of the screen. This link will open up in another window

### Criminal Convictions

The University has a duty of care to provide a safe educational environment for its students and staff. The University is also committed to equal opportunities for all and to offering wide access to entry to its courses and it supports the notion of the rehabilitation of offenders.

In balancing these two commitments, the overarching concern is to provide a safe educational environment and it is therefore necessary for all applicants seeking entry to its courses to declare any relevant criminal convictions.

The Rehabilitation of Offenders Act 1974 aims to help people who have been convicted of certain criminal offences and have not re-offended since being convicted.

Relevant criminal offences to be declared include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:-

Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.

- Offences listed in the Sex Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.


If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should declare this.


Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offenders orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

The following areas are exempted from the Act: courses in teaching, health, social work and course involving children or vulnerable adults. If you are entering courses in these areas you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders.

Please complete a conviction disclosure form and return it to the Student Advice Manager, RM047, Southampton Solent University, East Park Terrace, Southampton, SO14 0YN.

Any information you provide will be treated as strictly confidential.

 [Criminal Convictions Disclosure Form](#)

 [Criminal Convictions Disclosure Procedure](#)

Having read the screen if you need to declare a conviction please download the “Criminal Convictions Disclosure Form” from the link on the screen and return it to:

Student Affairs Manager  
RM047, Southampton Solent University  
East Park Terrace  
Southampton  
SO14 0YN.


On the main screen confirm that you have a conviction by selecting the ‘Yes’ radio button.

**Note: If you are declaring a criminal conviction the registration process will be stopped at the end of this screen. Once your disclosure has been reviewed by the Student Affairs Manager, you will be contacted about completion of the process.**

## Data Protection

The University's data protection policy is in place to ensure that your personal data is held securely, and can only be seen by those people and organisations who have a genuine need to access it. To access this screen click on the [‘Data Protection’](#) link in either the text at the top of the page or next to the tickbox in the lower part of the screen. This link will open up in another window.

We ask that you read the policy carefully before confirming your acceptance by ticking the box on the main screen.



### Data Protection Policy

1. This Policy sets out the general regulations which govern Southampton Solent University's compliance with the Data Protection Act 1998. The policy is supported by specific protocols and procedures to be followed by University staff, agents, clients, partners and students and should be read in conjunction with other policies, including the E-mail Usage Policy and the Maintenance of Records - Archive Policy. In the case of students, the policy should be read in conjunction with the relevant passages of the Student Regulations/Charter. In certain specified instances, these regulations and procedures also apply to clients and associated bodies of the University.

2. The University, its staff, students, clients, agents, and other associated bodies, as Users and/or processors of personal data (computerised and manual), have an obligation to comply with the principles of the Data Protection Act 1998. Under the Act, all individuals, as Data Subjects, have the same rights regarding their personal data.

### Management of Compliance

3. All organisations must notify the Information Commissioner's Office of its intention to process data. The University's correspondent with the Information Commissioner shall be the Deputy Vice-Chancellor or authorised deputy.

## Terms and Conditions










The terms and conditions policy consists of the seven documents shown on the screen below. These documents outline the Universities rules and regulations, which all students are bound by.


To access this screen click on the '[Terms and Conditions](#)' link in either the text at the top of the page or next to the tickbox in the lower part of the screen. This link will open up in another window.

### Terms and Conditions

When you received your offer from us we advised you that 'By accepting the offer and subsequently by enrolling on the course, you are agreeing to abide by the University's regulations, policies and procedures current at the time of enrolment. We also informed you that these could be accessed via our 'Hello Uni' website.

We now remind you of some of the key policies that will affect you as a student and it is important that you carefully read each of the documents accessed by the blue underlined links below, before completing the registration process.

-  [Student Declaration](#)
-  [Assessment Regulations](#)
-  [Extenuating Circumstances Procedure](#)
-  [Request for 'Special Action' Procedure](#)
-  [Fees Guidance - Home, EU, EEA and Island Students \(Southampton Solent University Students Only\)](#)
-  [Fees Guidance - Overseas Students \(Southampton Solent University Students Only\)](#)
-  [Fees Guidance - Home, EU, EEA and Island Students \(Warsash Maritime Academy Students Only\)](#)
-  [Fees Guidance - Overseas \(Warsash Maritime Academy Students Only\)](#)
-  [Student Debt Policy](#)

 To view pdf files you need to have Adobe Reader™ installed, Adobe Reader™ is available free from the Adobe web site.

We ask that you read all seven of the documents by clicking on each link in turn. Once you have read all the policies please confirm your acceptance by ticking the box on the main screen.

## The Funding Screen (All Students)

The funding screen is used to gather information upon how you are funding your tuition fees at the university.

**At this stage we only need to know how your fees are being paid. Actual payments are taken on the next screen if required**

Course Fee (£): ?	8050
Amount to be paid by self and/or parent (£): ?	<input type="text" value="2225"/>
Amount to be paid by student loan (£):	<input type="text"/>
Amount to be paid by your employer or sponsor (£):	<input type="text"/>
Employer: ?	<input type="text" value="Big Tech Limited"/>
Employer Contact:	<input type="text" value="Peter Stevens"/>
Employer Phone:	<input type="text" value="0987654321"/>
<input type="button" value="Save And Exit"/> <input type="button" value="Back"/> <input type="button" value="Next"/>	

### Course Fee – (Read Only)

The full fee for your course will be shown here. The course fee is determined by your residential status. If you believe that the fee is incorrect then you should contact the appropriate department below:

#### Southampton City Centre Campus

- New Students +44 (0) 23 8201 5066 or email [admissions@solent.ac.uk](mailto:admissions@solent.ac.uk)
- Returning Students +44 (0) 23 8201 5060 or email [studentrecords@solent.ac.uk](mailto:studentrecords@solent.ac.uk)

#### Warsash Maritime Academy (WMA)

- New Students +44 (0) 23 8201 5015 or email [wma.admissions@solent.ac.uk](mailto:wma.admissions@solent.ac.uk)
- Returning Students +44 (0) 23 8201 5006 or email [wma.coursesupport@solent.ac.uk](mailto:wma.coursesupport@solent.ac.uk)

Phone lines are open from 8.30am – 5pm Monday to Thursday, and 8.30am - 4.30pm on Friday.

### Outstanding Balance – (Read Only)

If you or your sponsor have already paid some of your fees, or you have a credit balance from the previous year then this will be deducted from your tuition fees to give you the outstanding balance.

## Amount to be paid by

The amount to be paid by consists of the following three fields.

- Parent / Self
  - The amount that you are paying towards your tuition fees.
  - If this amount is paid in full at least 3 days before the start of your course you will receive a 5% discount on this part of your fees.
- Student Loan **(Home/EU/EAA and Island students only)**
  - The amount that is being paid by the student loan company.
  - You will need to provide proof of this loan to the finance department when you arrive at the university.
  - Tuition Fees change each year so it is important to check that you have applied for the correct amount on your student loan.
- Employer / Sponsor **(Read only for Overseas students)**
  - The amount that is being paid by your employer or sponsor
  - If you are being sponsored it is your responsibility to get your sponsor/employer to complete a guarantee form this can be downloaded from the link on this screen. (This is not required for Warsash Maritime Academy Students)
  - Remember a new Sponsor/Employer guarantee form is required each year.
  - If we already have proof of this payment the value will be shown automatically in this field.
  - Home/EU/EAA and Island students may edit this amount
  - Overseas students who believe that this amount is incorrect should contact the student accounts office on +44(0) 02380 319970

Into each of the fields enter in pounds the amount coming from that source.

e.g. If your fees where £3325

you may split the fees to:	Self/Parent =	£2225
	Sponsor =	£1000
	<b>Total =</b>	<b>£3225</b>

You may splits your fees 1, 2 or 3 ways but the total of the three added together must equal the total course fees.

**Sponsor / Employer (Sponsored students only)**

If you have indicated that you have a sponsor/employer paying all or part of your fees please complete their

- Sponsor/Company Name
- Contact Name
- Contact Phone Number

## The Payment Screen (Students with Fees to Pay Only – Not Warsash Maritime Academy Students)

The payment screen allows you to pay all or part of your tuition fee online by Credit/Debit card.

### Early Payment Discount

If you are paying your tuition fees yourself you may be able to receive a 5% discount for Please see the 'Terms and Conditions' of the discount by clicking on the link at the top of the screen.

### Skipping Online Payment

The following students have the option to skip online payment

- Home /EU/EAA and Island students
- Overseas Students who have already paid at least 50% of their fees

To Skip payment use the [Skip] button at the bottom of the page

At the bottom of the page you will see the following payment calculation screen

Course Fee (£): ?	8050
Outstanding balance (£): ?	8050
Maximum Payment (£): ?	7050
Payment Amount (£): ? *	<input type="text"/>

### Minimum Payment – (Overseas students only)

If you are an overseas student who has not already paid at least 50% of your tuition fee then the [Skip] button will not be available. You must make a payment to cover at least 50% of your tuition fees to continue with the online registration process. This is known as the minimum payment.

e.g. Course fees are £7000

50% of course fees are	£3500
Fees already paid	<u>£2000</u>
Minimum payment is (£3500 - £2000) =	£1500

To discuss the payment of your fees in instalments, or any other payment issues please contact the Income Team on +44(0) 02380 319970

Income Team Address:

A101  
Southampton Solent University  
East Park Terrace  
Southampton  
Hampshire  
SO14 0NY

## Maximum Payment

The system will only allow you to pay an amount up to the value entered in the 'Self/Parent' section on the previous screen. If you have already made a payment or you have a credit from a previous year this will already have been taken into account in the calculation.

e.g. Course fees are £3225

Amount to be paid by self / parent	£2000
Fees already paid / credit on account	<u>£ 500</u>
Maximum payment is (£2000 – £500)	= £1500

If you pay the £1500 in full you may be entitled to a 5% discount on this part of the fees. Please see the 'Terms and Conditions' of the discount by clicking on the link at the top of the screen.

## To make a payment

Enter the amount you wish to pay in the 'Payment Amount' box and click on the 'Pay Now' button you will be transferred to The University's payment system

**Note: To qualify for the 5% early payment discount, you must enter the maximum payment. The system will calculate the discount and show it on the following payment screens.**

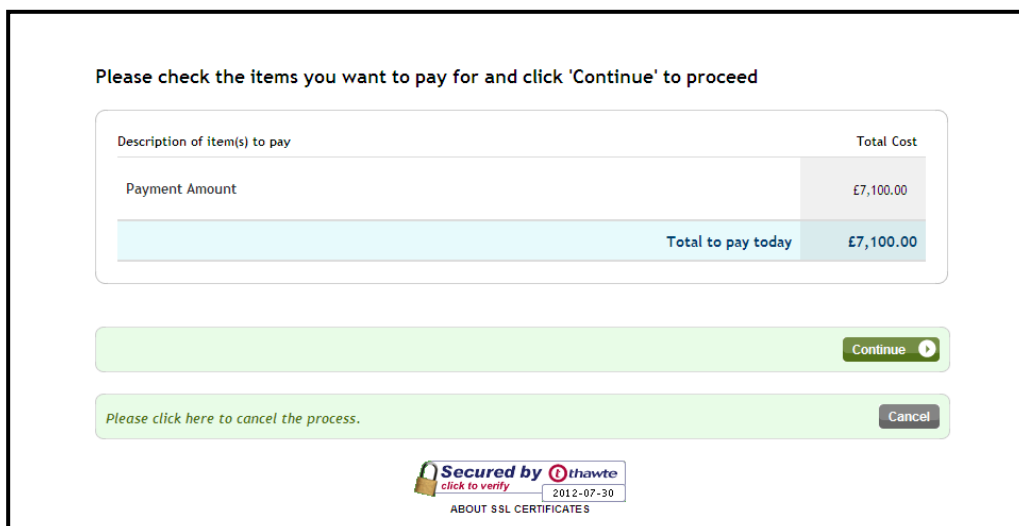
An intermediate screen showing your details will be displayed for a few seconds



On the following screen check the payment amount and click 'Continue'

**Note: If you have qualified for the 5% early payment discount the figure shown on this screen will include the discount.**

If you wish to change the amount click on 'Cancel' to return to the first payment screen





On the next screen complete the following fields

Card type: Please select your card type using the radio buttons from the following

- Visa
- Visa Debit
- Mastercard
- Maestro

Card Holder Name: Cardholders name exactly as it is on the front of the card

Card Number: The long number on the front of your card

Card Security Code The last block of three or four digits on the signature strip on the back of your card

Expiry Date: Must be after today's date


Start Date: Must be before today's date (if applicable)

### Enter Credit / Debit Card Details

Card Type<sup>\*</sup> ☒ VISA ☐ VISA DEBIT ☐ MASTERCARD ☐ MAESTRO

Card Holder Name<sup>\*</sup>

Card Number<sup>\*</sup>

Card Security Code<sup>\*</sup>  

Expiry Date (MM/YYYY)<sup>\*</sup>

Start Date (MM/YYYY)

### Billing Address

Your billing address is the address where you are receiving the statements for your credit / debit card.

Address 1<sup>\*</sup>


Address 2

Town / City<sup>\*</sup>

County / State

Postcode / Zipcode<sup>\*</sup>

Country<sup>\*</sup>

Contact Number (without spaces)  


Email Address<sup>\*</sup>

Confirm Email Address<sup>\*</sup>

[Continue](#)

Please click Back to return to the previous page. [Back](#)

Please click here to cancel the process. [Cancel](#)

  
click to verify 2117-07-20  
ABOUT SSL CERTIFICATES

Check that your billing address is the address that your card is registered to, and make sure your email address is correct as a receipt for your payment will be sent to the email address only

Once you have checked all of the information, click the 'Continue' button.

On the next screen make a final check of your details and click on 'Confirm your payment'

### Summary of Payment

Description of item(s) to pay	Total Cost
Payment Amount	£7,100.00
<b>Total to pay today</b>	<b>£7,100.00</b>

### Payment Information

Card Transaction

Name on Card: Mr Harry Potter

Last 4 Digits of Card Number: 1307

Card Type: **VISA**

Email confirmation will be sent to: harry@wiz.com.

Billing Address

The Tilted Wig

55-56 Castle Street


ABERDEEN

Aberdeenshire

AB11 5BA

UNITED KINGDOM

**3D-Secure Information**



To increase the security of internet transactions Visa and MasterCard have introduced 3D-Secure (like an online version of Chip and PIN). Depending on the card you have chosen to use and the retailer from whom you are purchasing, when you click Continue you may be asked by your card issuer for further authentication.

[Confirm your Payment](#)

If your payment fails you will be shown an error message and may try again.

### Payment Failed


Your payment has been declined by your card issuer.

Your payment hasn't been authorised. Please check your payment details and [try again](#).

If your payment is successful you will get a confirmation screen showing your payment

Click 'Finish' to return to the registration system.

### Payment Summary

 Your payment is now complete. An email confirmation has been sent to harry@wiz.com.

You may wish to print this page for your records [Print](#)

Your payment reference is: CPGT\_3158 Date: 30 Jul 2012 11:18

Description of item(s) paid	Total Cost
Payment Amount	£7,100.00
<b>Total paid today</b>	<b>£7,100.00</b>

### Payment Information

Name on Card: Mr Harry Potter

Last 4 Digits of Card Number: 1307

Authorisation Code: 111859

Card Type: **VISA**

Billing Address

The Tilted Wig

55-56 Castle Street

ABERDEEN

Aberdeenshire

AB11 5BA

UNITED KINGDOM

Please click here to complete the process. [Finish](#)

## The Registration Confirmation Screen

Congratulations you have now completed the online part of the registration process.

If you have a printer available please print a copy of this page, *(there is a print button at the bottom of the screen)* and bring a copy with you to final registration.

An acknowledgment e-mail will also be sent to your home e-mail account.

**Online Registration Reference No: #85214**

This is the registration summary skipped page message

[Registration Confirmation](#)

Thank you for completing your registration online

A summary of your registration data can be found below. If you would like to keep a copy of this for your records, please use the **'Print'** button at the bottom of the page.

A confirmation e-mail will be sent to your home e-mail address containing your registration summary and other important information.

**Campus Cards**

As well as library access, cashless vending (i.e. printing/photocopying and catering) and Sport Solent, your card will also be used for monitoring engagement.

You will be required to present your Campus Card to a reader at every learning event from the start of the new academic year. Failure to do so could lead to you being withdrawn from your course

Returning students, please don't forget to bring your campus cards with you when returning to the University. A replacement fee is chargeable for lost cards.

We look forward to seeing you shortly.

**For returning Home, EU and Island students and Overseas students with no Passport or Visa Changes.**

You are now fully registered.

**For returning Overseas students with Passport or Visa Changes**

You have successfully completed the first stage of the registration process.

Final registration will be completed once you have presented your passport and visa to the faculty for checking.

**For all new students**

You have successfully completed the first stage of the registration process.

Final registration will be completed once you have presented your identification in person at the university. You will then be issued with your campus card.

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**General**

Name:	TEST PORTAL1	ID Number:	12078026
Date of birth:	01-JAN-00	Faculty:	Faculty of the Creative Industries and Society
Course:	BA (Hons) Advertising	Course year:	1

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**Addresses**

	Home Address	Term Address	Mailing Address
Address	Grampian Transport, 54 Castle Street, ABERDEEN, AB11 5BA	Grampian Transport, 54 Castle Street, ABERDEEN, AB11 5BA	Grampian Transport, 54 Castle Street, ABERDEEN, AB11 5BA
Email Address	a@b.com	a@b.com	-
Telephone No.	-	-	-
Mobile No.	-	-	-
Fax No.	-	-	-

## What Do I do Next

- Returning Home, EU, EEA and Islands students**

You are now fully registered and we look forward to seeing you shortly

- **Returning Overseas students with no changes to their Visa or Passport Information**

You are now fully registered and we look forward to seeing you shortly

- **Returning Overseas students with changes to their Visa or Passport Information**

You have successfully completed the first stage of the registration process. Final registration will take place at the University when you arrive on campus

Please take your Passport and Visa to either Academic Services or to the Academy Student and Business Operations Office for students based at the Warsash campus. They will complete the registration process for you

- **New students**

You have successfully completed the first stage of the registration process. Final registration will take place at the University when you arrive on campus

Don't forget to bring along your chosen proof of identification for inspection (for overseas students your passport and visa). You will then be issued with your campus card

A confirmation e-mail will be sent to your home e-mail address. Please print this and bring it with you when you come to complete your registration.

**Thank you for completing the online registration process  
we look forward to seeing you shortly**